

FIRE CODE PLANS EXAMINER

GRADE: 19

FLSA: EXEMPT

CHARACTERISTIC OF CLASS:

The Fire Code Plans Examiner performs intermediate professional work in the review of all fire protection systems and building construction and improvement permits. This position requires outside and inside contacts to carry out organization programs and to explain specialized matters, involving the enforcement of laws, ordinances, policies and procedures. Duties of position are subject to general policy direction, practices and procedures covered by precedents and general supervisory review. Although this position requires little physical effort, working conditions may be somewhat disagreeable due to exposure to possible hazards. Provides occasional supervision of two fire code inspectors.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reviews, analyzes, approves and/or disapproves and evaluates fire protection systems plans, and construction plans for compliance with building, mechanical, electrical, and fire codes, standards and ordinances.
- Provides code interpretations and permit information in response to specific inquiries.
- Prepares and maintains reports, records and correspondence.

- Attends preliminary design meetings with contractors, architects, engineers, designers and owners.
- Assists owners, architects, engineers, and contractors with design changes required for code compliance.
- Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature.
- Participates in the training of assigned personnel.
- Conducts on-site inspections during construction to ensure projects are in compliance with approved plans.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor of Science degree in Fire Protection Engineering, Fire Protection Technology, or related field, from an accredited college or university, and, three years of progressively responsible experience in reviewing fire protection system plans and construction plans. An appropriate driver's license valid in the State of Maryland is required. Possession of a current Fire Inspector certification meeting the requirements of the National Fire Protection Association (NFPA) 1301, or ability to obtain within one (1) year from date of employment.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the methods, materials and techniques involved in all types of fire protection systems design and installation, building construction, repair and alteration.
- Thorough knowledge of the possible defects and flaws in fire protection system installation, building construction, and of effective corrective measures.
- Thorough knowledge of fire and life safety codes, and workmanship and material standards required thereby.
- Considerable knowledge of the procedures involved in keeping strict account of permit applications, permits and their status.
- Knowledge of the principles and practices of engineering as applied to the construction field.
- Ability to perform essential job functions.
- Ability to climb stairs and ladders, traverse varied terrain, and use a computer.
- Ability to read and interpret all types of blue prints, working diagrams and specifications encountered, quickly and accurately, and to compare them with construction in progress.
- Ability to deal firmly but fairly and tactfully and to remain calm in dealing with architects, engineers, contractors, developers, craftsmen and the general public.

- Ability to establish and maintain effective working relationships with persons contacted in the course of the work, often while under difficult and contentious circumstances.
- Ability to convey concise and accurate explanations of various ordinances, regulations and rulings and the reasons therefor.
- Ability to gather information and prepare clear and concise reports based on an analysis of data, identifying and correcting faulty or hazardous plans or conditions.